

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Training Officer

BAND	GRADE	
E	921	
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Fire	Fire Division Chief	Exempt
CLASS SUMMARY: Incumbent is responsible for planning, organizing and directing the training and professional safety functions of the Fire Department. Duties include: providing oversight to all training activities; recruitment including developing promotional tests and evaluating fire personnel, evaluating program effectiveness; recommending equipment purchases; evaluating emergency preparedness and planning procedures; researching and developing new methods of fire suppression; preparing and administering training budget; tracking expenditures; working with computer programs and mapping; serving as dispatch liaison; assisting in setting organizational goals; administering programs assigned such as disaster planning, training, medical services, special operations; and coordinating, planning and evaluating major objectives. Develops policies and procedures.		
DISTINGUISHING CHARACTERISTICS: The Fire Training Officer is a stand-alone classification and is distinguished from all other fire classifications by the primary responsibility of training operations. This is an administrative position assigned to day shift.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises, manages and coordinates all activities associated with the development of new recruit firefighters, engineer development programs, company officer, and executive fire officer level programs. The coordination and supervision of these programs shall include but are not limited to coordinating entrance examinations, scheduling and implementing training academies, developing quarterly training packets, and maintaining all associated training files and records for the entire department.	Daily	
2.	Ensures compliance with generally accepted standards and/or operational requirements or recommendations by OSHA, I.S.O. and NFPA as well as federally mandated programs and requirements.	Daily	

Rev. 02/08

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Training Officer

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
3.	Identifies skills development needs and coordinates training and professional development programs internally and with the local community college, other agencies, and state and regional organizations.	Daily	
4.	Supervises, manages, develops and coordinates activities associated with training such as initiating and scheduling classes, lectures, drills, and providing educational materials at local, county and state levels.	Daily	
5.	Coordinate fire science college programs with Mohave Community College and Northern Arizona University as well as surrounding community colleges in La Paz County, Blythe and Needles California.	Weekly	
6.	Coordinate the overall usage, and joint training activities of the departments training facility with local, county and state training programs. This shall include, but is not limited to, local utility companies, the Lake Havasu School district, variety of city departments, and various fire departments throughout Arizona, California and Nevada	Weekly	
7.	Represent the fire department at regularly scheduled training and safety committee meetings, conferences, fire conventions, and other educational and professional meetings within the community, county and state for the purpose of staying current in new fire service training trends and technologies.	Weekly	
8.	Consistently evaluate fire department policies and procedures to ensure all personnel are meeting the minimum requirements on a continual basis	Daily	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Training Officer

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
9.	Maintain training records required and recommended by OSHA, NFPA and I.S.O. on a continual basis and provide an annual report based on these records	Daily	
10.	Assigns and monitors work of personnel assigned to Training for special projects, training activities, or light duty assignments to include writing performance evaluations.	Daily	
11.	Develops, implements, monitors and evaluates training program goals. Recommends changes. Participates in department-wide strategic planning and goal setting activities. Participates in internal and external meetings as a department representative.	Weekly	
12.	Assists in preparing and monitoring the training budget by recommending new staff and equipment purchases, writing equipment specifications, managing the training program budget and tracking expenditures.	Monthly	
13.	Formulates training needs and standards; coordinates training policy and procedures with fire administration, Battalion Chiefs and Fire Captains.	Monthly	
14.	Maintains the training volume of fire department standard operating procedures.	Monthly	
15.	Researches, obtains and maintains training educational materials.	Weekly	
16.	Performs other duties of a similar nature or level.	As Required	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Training Officer

Knowledge (position requirements at entry):

Knowledge of:

- City organization, operations, policies and procedures;
- Firefighting and emergency services management principles, practices and methods;
- Current trends in strategy and tactics for deployment of personnel and equipment in fire and emergency situations;
- Techniques and practices for effective, efficient and cost effective management of allocated resources;
- City, county, state and Federal laws, regulations and ordinances;
- Developing testing criterion and assessment center modules at all levels within the fire department;
- Instructional methodology, course design and evaluation;
- Management and leadership theories and principles;
- Budgeting theories and principles;
- Emergency scene management principles;
- Streets and physical layout of the City;
- Fire equipment and apparatus;
- Basic and/or advanced life support techniques; and
- State and national standards and regulations.

Skills (position requirements at entry):

Skill in:

- Teaching methodology;
- Preparing lesson outlines and instructional materials, training personnel;
- Monitoring and evaluating staff;
- Developing, interpreting and enforcing policies, procedures and operational standards;
- Developing and evaluating various programs;
- Writing equipment specifications and technical reports;
- Applying cardiopulmonary resuscitation and first aid methods and techniques including assessing and treating illnesses or injuries;
- Operating various fire equipment and apparatus;
- Utilization and operation of video and projection equipment;
- Using computers and related software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Training Officer

Training and Experience (position requirements at entry):

- Associates Degree in Fire Science and six years experience in firefighting, including two years at the Captain level;
- Bachelor's Degree is preferred and will become a minimum requirement in July 2012.
- Possession of National Fire Academy or FDSOA Incident Safety Officer Certification
- NFPA 1041 Instructor I or teaching methodology equivalent;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Incumbent to be 18 years or older;
- Valid Arizona Driver's License;
- Possession of Firefighter I/II Arizona State Certification as EMT or Paramedic and medical control issued by Havasu Regional Medical Center. Must maintain EMT or Paramedic continuing education requirements at the minimum level established.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and seeing and repetitive motions.

Compliance with physical fitness program standards is required.

Incumbent may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Human Resources (jls)

Date: 06/06

Rev: 12/06 (sjp); 07/07 (jls); 02/08 (jls)

Rev. 02/08